

From The Registrar
CCS Haryana Agricultural University,
Hisar

To All Deans/Directors/HODs/Offices/Sections,
(including outstations),
CCS Haryana Agricultural University,
Hisar.

Memo.No.Admn.F3/2011/V-32/VOL.17/2022-2172

Dated: 11/4/11

Subject: Grant of permission for improving qualifications by faculty members/non-teaching employees.

Instructions for grant of permission to the faculty members for improving qualifications were issued vide this office Memo No.Admn.F3/93/J-1608/13159-258 dated 14.10.93. The matter has been reviewed in the 25th Officers' Committee meeting held on 11.3.2011 vide item No.7 and it has been decided that permission to the faculty members/non-teaching employees of the University may be granted for improving qualifications by the Deans/Directors/Controlling Officers at their own level subject to the following conditions:-

- i) no faculty member / non-teaching employee shall be permitted to appear in any examination unless and until he/she has completed probationary period. In case the faculty member /employee has already completed the probationary period on the lower post, this condition will not be applicable in his case.
- ii) no faculty member/ non-teaching employee shall be granted permission for attending evening classes.
- iii) improvement of qualifications through distance education courses from approved Universities will be encouraged.
- iv) he/she will be granted leave of the kind due for examination days only.
- v) the permission will be granted only when the competent authority is satisfied that the qualifications being improved/ acquired during service are in relevant field/ nature of duties and will add to his efficiency in the discharge of official duties.

- vi) the permission will be granted only in the interest of the University work.
- vii) persons seeking permission for the purpose shall be required to certify that his/her office work will not suffer on account of leave taken by him/her for such purpose.
- viii) the permission can be withdrawn at any time without notice in the interest of University work.
- ix) he/she can be transferred to any place notwithstanding the permission granted to him/her to improve qualifications/appear in the examination as a private candidate or to pass the examination through correspondence.

The above conditions will also be applicable in the cases of deputationists while working in CCS HAU.

This supersedes all previous instructions on the subject.

Furat
31.3.11
Registrar

CC:

1. All Dy. Registrars/Dy. Comptrollers/Asstt.Registrar/A&AOs/All Supdt.
2. Secretary to Vice-Chancellor, CCSHAU, Hisar
3. Supdt.(F)/Dy.Supdt.F.2/Asstt.F.1/F.4(Internal)